

U.S. DEPARTMENT OF THE INTERIOR

EQUAL EMPLOYMENT OPPORTUNITY COMMISSION

Management Directive 715 Plan

Reporting Period October 1, 2007 – September 30, 2008



**EEOC FORM
715-01 PART A - D**

**U.S. Equal Employment Opportunity Commission
FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT**

For period covering October 1, 2007 to September 30, 2008

PART A Department or Agency Identifying Information	1. Agency		1. U.S. Department of the Interior	
	1.a. 2 nd level reporting component			
	1.b. 3 rd level reporting component			
	1.c. 4 th level reporting component			
	2. Address		2. 1849 C Street, NW	
	3. City, State, Zip Code		3. Washington, DC 20240	
	4. CPDF Code	5. FIPS code(s)	4. IN01	5. 1405
PART B Total Employment	1. Enter total number of permanent full-time and part-time employees			1. 56,949
	2. Enter total number of temporary employees			2. 17,562
	3. Enter total number employees paid from non-appropriated funds			3. Not Applicable
	4. TOTAL EMPLOYMENT [add lines B 1 through 3]			4. 74,511
PART C Agency Official(s) Responsible For Oversight of EEO Program(s)	1. Head of Agency Official Title		1. Kenneth L. Salazar Secretary	
	2. Agency Head Designee		2. Pamela K. Haze Acting Assistant Secretary – Policy, Management and Budget	
	3. Principal EEO Director/Official Official Title/series/grade		3. Sharon D. Eller Director, Office of Civil Rights	
	4. Title VII Affirmative EEO Program Official		4. Ophelia Anderson Chief, Diversity & Program Compliance	
	5. Section 501 Affirmative Action Program Official		5. Christine Louton Disability Program Manager	
	6. Complaint Processing Program Manager		6. Alvin Dillings Chief, Employment Complaints & Adjudication	
	7. Other Responsible EEO Staff		Jack Andre, Chief, Public Civil Rights	
			Sylvia Jones, Special Emphasis Program & Minority Serving Institutions Program Manager	

**EEOC FORM
715-01 PART A - D
U.S. Equal Employment Opportunity Commission
FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT**

PART D	Subordinate Component and Location (City/State)	CPDF and FIPS codes	
List of Subordinate Components Covered in This Report	Office of the Secretary	IN-01	1405
	Bureau of Indian Affairs	IN-06	
	Bureau of Land Management	IN-05	
	Bureau of Reclamation	IN-07	1425
	Fish and Wildlife Service	IN-15	1458
	Minerals Management Service	IN-23	5999
	National Park Service	IN-10	
	Office of Surface Mining	IN-22	
	Geological Survey	IN-08	1434

EEOC FORMS and Documents Included With This Report

*Executive Summary [FORM 715-01 PART E], that includes:	X	*Optional Annual Self-Assessment Checklist Against Essential Elements [FORM 715-01PART G]	X
Brief paragraph describing the agency's mission and mission-related functions	X	*EEO Plan To Attain the Essential Elements of a Model EEO Program [FORM 715-01PART H] for each programmatic essential element requiring improvement	X
Summary of results of agency's annual self-assessment against MD-715 "Essential Elements"	X	*EEO Plan To Eliminate Identified Barrier [FORM 715-01 PART I] for each identified barrier	X
Summary of Analysis of Work Force Profiles including net change analysis and comparison to RCLF	X	*Special Program Plan for the Recruitment, Hiring, and Advancement of Individuals With Targeted Disabilities for agencies with 1,000 or more employees [FORM 715-01 PART J]	X
Summary of EEO Plan objectives planned to eliminate identified barriers or correct program deficiencies	X	*Copy of Workforce Data Tables as necessary to support Executive Summary and/or EEO Plans	X
Summary of EEO Plan action items implemented or accomplished	X	*Copy of data from 462 Report as necessary to support action items related to Complaint Processing Program deficiencies, ADR effectiveness, or other compliance issues.	
*Statement of Establishment of Continuing Equal Employment Opportunity Programs [FORM 715-01 PART F]	X	*Copy of Facility Accessibility Survey results as necessary to support EEO Action Plan for building renovation projects	
*Copies of relevant EEO Policy Statement(s) and/or excerpts from revisions made to EEO Policy Statements	X	*Organizational Chart	X

U.S. Equal Employment Opportunity Commission
FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT

U.S. Department of the Interior
For Period Covering October 1, 2007 to September 30, 2008

EXECUTIVE SUMMARY

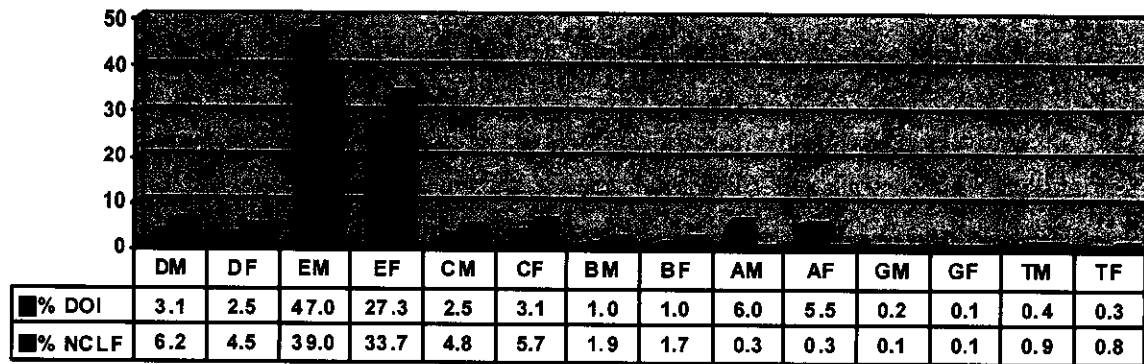
The U.S. Department of the Interior (Department) is America's principal conservation agency. Its mission is to protect and provide access to the Nation's natural and cultural heritage and honor trust responsibilities to Indian tribes and commitments to island communities. To fulfill its mission, the Department strives to manage for a workforce that is diverse, highly skilled, accountable, modern, functionally integrated, citizen-centered, and results oriented.

The Department is working diligently to achieve and maintain a model Equal Employment Opportunity (EEO) Program. In pursuit of this objective, the Department implemented the following strategies during FY 2008: issued policy on open captioning of all audio-visual media; provided training on reasonable accommodation to managers, supervisors, and employees; conducted diversity training and cultural awareness activities to promote an inclusive work environment; established a partnership consisting of senior leaders and employee groups to collaboratively address potential barriers to recruiting and retaining a diverse workforce; conducted a compliance review of a subcomponent's EEO and diversity programs; assessed subcomponents' processing of reasonable accommodation requests for compliance with regulatory and Departmental guidelines; established a leadership group in partnership with the Hispanic Association of Colleges and Universities to help identify strategies for improved recruiting of Hispanic students; and adopted the U.S. Department of Veterans Affairs Coming Home to Work Initiative to provide potential employment opportunities to veterans and wounded service members.

As of September 30, 2008, the Department's workforce was comprised of 56,949 permanent employees and 17,562 temporary employees for a total of 74,511. The permanent workforce consisted of 89% general schedule employees and 11% wage grade employees. The Senior Executive Service, Senior Leaders, and Scientific and Professional categories comprised 0.6% of the permanent workforce.

The Department experienced very little change within the demographics of its permanent workforce from October 1, 2007 through September 30, 2008. The workforce profile as of September 30, 2008, by race, ethnicity, and disability, showed participation rates at 74.3% White, 5.6% Hispanic, 5.6% African American, 2.0% Asian, 11.5% American Indian/Alaska Native, 0.3% Native Hawaiian/Other Pacific Islander, and 0.7% Two or More Races. The permanent workforce was comprised of 39.8% women, 25.7% minorities, and 7.3% employees with disabilities. Employees with targeted disabilities made up 1.0% of the permanent workforce.

Workforce statistics reflected that White males, American Indian/Alaska Native males and females, and Native Hawaiian/Other Pacific Islander males and females met or exceeded the National Civilian Labor Force (NCLF) benchmark. All other groups remained below the NCLF. The following chart compares the participation rate of groups within the Department's FY 2008 permanent workforce to the groups' participation in the NCLF.



Race/Ethnicity/Gender Designations:

DM/DF Hispanic male/female

EM/EF White male/female

CM/CF African American male/female

BM/BF Asian male/female

AM/AF American Indian/Alaska Native male/female

GM/GF Native Hawaiian/Other Pacific Islander male/female

TM/TF Two or More Races male/female

DOI data taken from the Federal Personnel and Payroll System, as of September 30, 2008.

NCLF data taken from the 2000 Census.

During FY 2008, the Department experienced incremental increases in the participation rates of some groups in leadership grades General Schedule (GS) 13 through Senior Executive Service (SES). Grade GS-13's showed increases in the rates of White females, Hispanic males and females, African American females, Asian females, Hawaiian males, and American Indian females. Grade GS-14's showed increases in the rates of White females, African American females, Asian males and females, Hawaiian males, and employees with disabilities. Grade GS-15's showed increases in the rates of White females, Hispanic females, Asian males, Hawaiian males, and American Indian females. And, the SES showed increases in the rates of White males and females, Hispanic males, American Indian males, and employees with disabilities.

The percent change (+/-) in participation rates of women, minorities, and employees with disabilities, in grades GS-13 through SES, is shown in the table below. Increases are shown in green, and "0" indicates no change.

White males	-1.2%	-1.5%	-0.6%	+0.5%
White females	+0.6%	+1.1%	+0.6%	+0.2%
Hispanic males	+0.1%	0	-0.3%	+1.0%
Hispanic females	+0.2%	0	+0.2%	-0.1%
African American males	-0.2%	-0.2%	-0.1%	0
African American females	+0.1%	+0.1%	-0.1%	-0.4%
Asian males	0	+0.2%	+0.1%	-0.9%
Asian females	+0.1%	+0.1%	-0.1%	0
Hawaiian/PI males	+0.1%	+0.1%	+0.1%	0
Hawaiian/PI females	0	0	0	0
American Indian/AN males	0	0	-0.3%	+0.1%
American Indian/AN females	+0.3%	-0.1%	+0.4%	-0.1%
Employees with disabilities	0	+0.1%	-0.4%	+0.2%

Workforce data showed improvement in the participation rates of White females within the Department's eight (8) mission critical occupations (MCO). The MCOs are: Park Ranger (0025); General Biology (0401); Wildlife Biology (0486); Civil Engineering (0810); Realty (1170); Hydrology (1315); Geology (1350); and Education and Vocational Training (1710). White females experienced increases in all except one MCO, Series 1710. Overall, minorities and employees with disabilities experienced very little to no increase in participation within the MCOs.

The percent change (+/-) in the participation rates of White females, by MCO, is provided below. The increases are shown in green.

	0025	0401	0486	0810	1170	1315	1350	1710
White females	+3%	+6%	+1.4%	+6%	+1.8%	+1%	+8%	-2.3%

Within the Department's administrative EEO complaints process, there were 280 formal complaints of discrimination filed in FY 2008. This represents an increase of 18, or 6.9%, over the number of formal complaints filed in FY 2007. The basis alleged most often in complaints of discrimination continued to be reprisal for having engaged in protected EEO activity. The issue alleged most often in complaints of discrimination was harassment (non-sexual).

The FY 2008 Self-Assessment Checklist Measuring Essential Elements of the Model EEO Program (Part G) indicated Department-wide success in meeting some previously unmet compliance measures within Essential Elements A, B, D, and E. The self-assessment revealed a 13.7% increase in the number of compliance measures met over FY 2007. The newly met compliance measures are summarized below.

Element A – Demonstrated Commitment from Agency Leadership

- Written materials were made available to all employees and applicants, informing them of available EEO programs and administrative and judicial procedures.
- The agency posted such materials in Human Resources (HR) offices and on its website.
- Managers and supervisors were evaluated on their commitment to EEO policies and principles and their efforts to: resolve problems and conflict within their work environment as they arose; and support the EEO program through allocation of mission personnel to participate in community outreach and recruitment programs.

Element B – Integration of EEO into Agency's Strategic Mission

- The agency considered whether any group of employees might be negatively impacted prior to making HR decisions, such as re-organizations or re-alignments.
- The EEO program was allocated sufficient resources to train all employees on EEO programs, and there was sufficient funding to ensure that all employees had access to the training.

Element D – Proactive Prevention

- When barriers were identified, senior managers, with the assistance of EEO officials, developed and implemented action plans to eliminate said barriers.

Element E – Efficiency

- 90% of accommodation requests were processed within the timeframe set forth in the agency's procedures for handling reasonable accommodations.
- The agency provided an aggrieved person with written notification of his/her rights and responsibilities in the EEO process in a timely manner.

Also, the self-assessment reflected that the Department continued to face challenges in meeting some compliance measures related to: integration of EEO into the agency's strategic mission; management and program accountability; proactive prevention; and efficiency. To overcome the challenges, the Department has identified activities that will build upon existing strategies and ensure progress towards achieving a model EEO Program. Planned activities are provided in Parts H, I, and J of the report.

EEOC FORM
715-01 PART F
U.S. Equal Employment Opportunity Commission
FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT

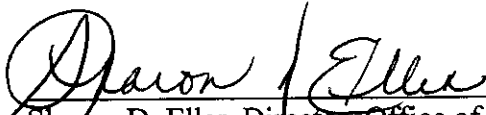
**CERTIFICATION of ESTABLISHMENT of CONTINUING
EQUAL EMPLOYMENT OPPORTUNITY PROGRAMS**

I, Sharon D. Eller, am the Principal EEO Director for the Department of the Interior.

The agency has conducted an annual self-assessment of Section 717 and Section 501 programs against the essential elements as prescribed by EEOC MD-715. If an essential element was not fully compliant with the standards of EEOC MD-715, a further evaluation was conducted and, as appropriate, EEO Plans for Attaining the Essential Elements of a Model EEO Program, are included with this Federal Agency Annual EEO Program Status Report.

The agency has also analyzed its work force profiles and conducted barrier analyses aimed at detecting whether any management or personnel policy, procedure or practice is operating to disadvantage any group based on race, national origin, gender or disability. EEO Plans to Eliminate Identified Barriers, as appropriate, are included with this Federal Agency Annual EEO Program Status Report.

I certify that proper documentation of this assessment is in place and is being maintained for EEOC review upon request.



Sharon D. Eller, Director, Office of Civil Rights

Signature of Principal EEO Director/Official

Certifies that this Federal Agency Annual EEO Program Status Report is in compliance with EEOC MD-715.

30 Mar 2009
Date



Pamela K. Haze, Acting Assistant Secretary – Policy, Management and Budget

Signature of Agency Head Designee

5-4-09
Date

EEOC FORM
715-01 PART H
U.S. Equal Employment Opportunity Commission
FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT
EEO Plan To Attain the Essential Elements of a Model EEO Program

FY 2008
Department of the Interior

STATEMENT of MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY #1:	<p>Essential Element A: Demonstrated Commitment from Agency Leadership Requires the agency head to issue written policy statements ensuring a workplace free of discriminatory harassment and a commitment to equal employment opportunity.</p> <p>Common DOI Deficiency – Inconsistency in providing EEO policies to: 1) new employees during orientation; and 2) new managers and supervisors upon their appointment or promotion to supervisory status.</p>	
OBJECTIVE:	<p>Improve communication and understanding of EEO policies through training, annual policy statements, and new employee orientation. This includes policies on EEO, prevention of sexual harassment and hostile work environment, and reasonable accommodation.</p>	
RESPONSIBLE OFFICIAL:	<p>Director, Civil Rights; Director, Human Resources; Director, DOI University; Director, Strategic Workforce Development; EEO and HR Offices; DOI Learn Coordinators; Managers and Supervisors</p>	
DATE OBJECTIVE INITIATED:	<p>January 31, 2005</p>	
TARGET DATE FOR COMPLETION OF OBJECTIVE:	<p>Modified Date: September 30, 2009</p>	
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	TARGET DATE	
1) EEO offices will ensure annual reminders (EEO policies and memos) are prepared and distributed to all employees electronically via the intranet.	<p>September 30, 2008 Completed</p>	
2) OCR will draft an annual EEO policy statement for the signature of the new Secretary.	<p>July 30, 2009</p>	
3) OCR and EEO offices will ensure that all employees receive a copy of the new EEO policy statement.	<p>September 30, 2009</p>	
4) OCR and DOI University will develop "2009 Discrimination and Whistleblowing in the Workplace" (No Fear Act) training.	<p>January 30, 2009 Completed</p>	
5) DOI Learn coordinators will begin roll-out of the No Fear Act training through DOI Learn.	<p>February 27, 2009 Completed</p>	

6) Managers and supervisors, with assistance from EEO offices and DOI Learn coordinators, will monitor employees' completion of the No Fear Act training.	September 30, 2009
7) Office of Human Resources (OHR) will develop a new employee survey.	July 30, 2009
8) OHR will ensure the distribution of the new employee orientation program to all subcomponents.	September 30, 2009

REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE

1) EEO offices ensured that all new EEO policies, both Departmental and subcomponents', were distributed to all employees, including managers and supervisors. Such policies included the Anti-Harassment Policy and the Open Captioning of Audio-Visual Media Policy. Also, EEO offices helped to distribute HR policies, specifically, the procedures on the facilitation of reassignment as a last resort form of reasonable accommodation and the personnel bulletin on exit interviews.

2) The OHR has initiated, under the direction of the Office of Personnel Management, the design of a Department-wide new employee survey. The survey will be administered to all new employees after 90 days of employment. Its purpose is to assess the agency's success in facilitating new employees' transition into the Department.

EEOC FORM
715-01 PART H
U.S. Equal Employment Opportunity Commission
FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT
EEO Plan To Attain the Essential Elements of a Model EEO Program

FY 2008

Department of the Interior

STATEMENT of MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY #2:	<p>Essential Element B: Integration of EEO into the Agency's Strategic Mission</p> <p>Requires that the agency's EEO programs be organized and structured to maintain a workplace that is free from discrimination in any of the agency's policies, procedures or practices and supports the agency's strategic mission.</p> <p>Common DOI Deficiency – Based on feedback from EEO offices and information on management policies and practices within the subcomponents, there may be a misconception that EEO policy and programs do not play a "value-added" role in the agency's strategic mission.</p>
OBJECTIVE:	Evaluate the Department's EEO Program posture so it is strategically aligned with the agency's mission resulting in an improved perception.
RESPONSIBLE OFFICIAL:	Deputy Chief Human Capital Officer; Director, Civil Rights; Director, Human Resources; Director, Strategic Workforce Development; Associate Directors, Human Capital; EEO Offices; Senior Leaders
DATE OBJECTIVE INITIATED:	January 31, 2004
TARGET DATE FOR COMPLETION OF OBJECTIVE:	December 30, 2005 Modified Date: December 30, 2009
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	TARGET DATE
1) EEO offices will prioritize training in the areas of EEO, diversity, reasonable accommodation and disability laws, and alternate dispute resolution for managers and supervisors.	September 30, 2008 Completed
2) Associate Directors (AD), Human Capital, or appropriate official, will submit for budget consideration funding for the allocation of personnel to implement EEO Program strategies and initiatives.	June 15, 2008 Modified Date: June 30, 2009
3) AD, Human Capital will ensure that all human capital issues, to include EEO and Diversity, are addressed at strategic planning meetings of senior management officials and at regular meetings with subcomponent representatives.	September 30, 2008 Completed
4) OCR will review subcomponents' MD 715 reports to evaluate why some previously met measures were reported unmet for the FY 2007 program status report and make recommendations for improvement.	September 30, 2008 Completed
5) EEO offices will initiate periodic "state of the agency" briefing forums for senior executives or their designees on the six elements of a model EEO Program.	December 30, 2005 Modified Date: December 30, 2009

6) OCR, with representatives from each subcomponent, will draft the Department's Strategic Diversity Plan for FY 2010-2014.	July 30, 2009
7) Senior leaders will provide input into the Strategic Diversity Plan and champion its integration into the agency's strategic mission.	September 30, 2009
8) OCR will ensure the Strategic Diversity Plan is published, provided to all senior leaders, and placed on the Department's website.	December 30, 2009

REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE

- 1) During FY 2008, all subcomponents offered on-line or classroom training in EEO, diversity, reasonable accommodation and other EEO-related topics. The OCR partnered with the Office of Collaborative Action and Dispute Resolution to provide training on conflict resolution. DOI University provided online *Skillsoft* courses that covered a variety of EEO/Diversity topics. Managers and supervisors were provided classroom and online opportunities to receive the required annual four (4) hours of EEO/Diversity training.
- 2) The DOI Human Capital Team, comprised of the Deputy Chief Human Capital Officer, Director of Civil Rights, Director of Human Resources, Director of Strategic Workforce Development, and the subcomponents' Associate Directors, Human Capital Officers, and Human Resources Officers, met on a regular basis to discuss human capital issues. In addition, Human Capital Team members participated in strategic planning meetings with senior management officials.
- 3) On September 23-24, 2008, the Human Capital Community (HR, EEO, and Workforce Development) convened a two-day workshop to collaboratively and strategically address issues in the areas of information systems, workforce planning, data integrity, and performance management. The workshop resulted in the establishment of a human capital implementation plan and development of strategies for improvement in the aforementioned areas.
- 4) The Department developed a new Strategic Human Capital Management Plan, FY 2008-2012. The plan explores the demographic features of the Department's workforce, its geographic dispersion, and the wide diversity of skills needed to fulfill its strategic mission.
- 5) As of September 30, 2008, 77.7% of the subcomponents reported having presented a "state of the agency" briefing to their senior leaders that covered all components of the annual EEO Program Status Report, including an assessment of the subcomponent's performance in each of the six (6) elements of the model EEO Program. This represents an increase of 11.1% in the subcomponents' compliance with this measure.

EEOC FORM
715-01 PART H

U.S. Equal Employment Opportunity Commission
FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT
EEO Plan To Attain the Essential Elements of a Model EEO Program

FY 2008

Department of the Interior

STATEMENT of MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY #3:	Essential Element C: Management and Program Accountability Requires the agency head to hold all managers, supervisors and EEO officials responsible for effective implementation of the agency's EEO Program and Plan. Common DOI Deficiency – Ineffective communication and consultation between Human Resources and EEO staffs (i.e., in second level components) in assessing and implementing all human capital management policies, practices, and procedures.
OBJECTIVE:	To improve communication in order to engage in integrated results-oriented actions that improve overall human capital management.
RESPONSIBLE OFFICIAL:	Deputy Chief Human Capital Officer; Director, Civil Rights; Director, Human Resources; Director, Strategic Workforce Development; EEO and HR Officers; Managers and Supervisors
DATE OBJECTIVE INITIATED:	January 31, 2005
TARGET DATE FOR COMPLETION OF OBJECTIVE:	December 30, 2005 Modified Date: September 30, 2009
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	TARGET DATE
1) The OHR will ensure that HR offices within the subcomponents are aware of their responsibilities for input into the Federal Equal Opportunity Recruitment Program (FEORP) Plan as required by 5 CFR 720.	September 30, 2007 Modified Date: September 30, 2009
2) HR and EEO offices, with input from management, will develop, implement, and report on the agency's FEORP Plan to address the recruitment, hiring, and advancement of women and minorities.	October 30, 2008 Completed
3) The OHR will ensure that HR offices within the subcomponents are aware of their responsibilities for input into the Disabled Veterans Affirmative Action Program (DVAAP) Plan as required by 5 CFR 720.	September 30, 2007 Modified Date: September 30, 2009
4) HR and EEO offices, with input from management, will develop, implement, and report on the agency's DVAAP Plan to address the recruitment, hiring, and advancement of disabled veterans.	October 30, 2008 Completed
5) The Deputy CHCO will sponsor the biennial Human Capital Conference to promote collaborative efforts and establish more	September 30, 2009

efficient and effective human capital management practices across all subcomponents within the Department.	
--	--

REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE	
--	--

1) As of September 30, 2008, 66% of the subcomponents reported having established schedules to review merit promotion program policies and procedures and employee recognition and awards to identify barriers that may be impeding full participation in the programs by all groups. And, 55% have established schedules to review employee development and training programs for barriers. Reviews will be conducted with the assistance of HR officials. Findings and recommendations will be provided to management.

2) HR and EEO offices cooperatively provided information on the subcomponents' FEORP and DVAAP accomplishments and plans for the recruitment, hiring, and advancement of women, minorities, and disabled veterans.

3) In June 2008, the Barrier Analysis Working Group (BAWG), comprised of representatives from the Departmental offices of EEO, HR, Solicitor, Collaborative Action and Dispute Resolution, Strategic Workforce Development, and DOI University, was established for the purpose of addressing the identification, examination, and removal of barriers to executing the Department's Management Directive 715 action items. The BAWG endeavors to institute a more consistent and uniform approach to communicate and promote the integration of results-oriented actions that improve overall human capital management.

4) On September 23-24, 2008, the Human Capital Community (HR, EEO, and Workforce Development) convened a two-day workshop to collaboratively and strategically address issues in the areas of information systems, workforce planning, data integrity, and performance management. The workshop resulted in the establishment of a human capital implementation plan and development of strategies for improvement in the aforementioned areas.

EEOC Form
715-01 PART H
U.S. Equal Employment Opportunity Commission
FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT
EEO Plan To Attain the Essential Elements of a Model EEO Program

FY 2008

Department of the Interior

STATEMENT of MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY #4:	<p>Essential Element D: Proactive Prevention Requires that the agency head makes early efforts to prevent discriminatory actions and eliminate barriers to equal employment opportunity in the workplace.</p> <p>Deficiency – Lack of participation and accountability by some managers and supervisors in assisting EEO program officials in identification and removal of barriers to employment.</p>	
OBJECTIVE:	To convey to supervisors and managers the challenges of and responsibilities associated with creating an environment of equal employment opportunity and non-discrimination.	
RESPONSIBLE OFFICIAL:	Deputy Chief Human Capital Officer; Director, Civil Rights; Director, Human Resources; Director, Collaborative Action and Dispute Resolution; EEO and HR Officers; Managers and Supervisors	
DATE OBJECTIVE INITIATED:	January 31, 2005	
TARGET DATE FOR COMPLETION OF OBJECTIVE:	December 30, 2005 Modified Date: September 30, 2009	
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	TARGET DATE	
1) EEO and HR offices will prepare and disseminate periodic trend analyses on workforce profiles, major occupations, grade level distribution, workforce compensation and rewards system, and management/personnel policies, procedures, and practices to senior management. These reports can be used in establishing performance measures.	December 30, 2005 Modified Date: September 30, 2009	
2) EEO offices will utilize management level meetings and conferences to inform managers and supervisors of EEO accomplishments and challenges and to enhance understanding of their EEO responsibilities.	December 30, 2006 Modified Date: September 30, 2009	
3) Annually, managers and supervisors will complete the required four hours of EEO/Diversity training in accordance with Departmental policy.	September 30, 2009	
4) The Office of Collaborative Action and Dispute Resolution (CADR) will ensure education and information on CORE Plus program and conflict management and ADR training are available to all managers, supervisors, and HR and EEO staffs.	February 27, 2009 Completed	

5) The Deputy CHCO will ensure that management's accountability for the implementation of EEO and Diversity strategies is identified in the new Strategic Human Capital Management Plan.	September 30, 2008 Completed
--	--

REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE

1) The CADR Office held its first Department-wide Conflict Management Conference in January 2008. Approximately 120 managers, supervisors, and employees attended the conference and worked across functional areas to develop strategies and tools for successful implementation of the Department's CORE Plus Program for managing conflict in the workplace. CADR held the second Conflict Management Conference in January 2009, and subsequently released its premier course "Getting to the Core of Conflict" in February 2009.

2) The new Strategic Human Capital Implementation Plan identifies objectives, drivers, and performance measures in human capital management. It addresses unique program challenges and describes steps toward achieving greater intra-Departmental integration, expanded partnerships, and more effective and efficient operations.

EOC FORM
715-01 PART H
U.S. Equal Employment Opportunity Commission
FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT
EEO Plan To Attain the Essential Elements of a Model EEO Program

FY 2008

Department of the Interior

STATEMENT of MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY #5:	<p>Essential Element E: Efficiency Requires that the agency Head ensures that there are effective systems in place for evaluating the impact and effectiveness of the agency's EEO programs as well as an efficient and fair dispute resolution process.</p> <p>Common DOI Deficiency – Lack of efficient automated data systems necessary to conduct barrier analyses on race, ethnicity, gender, disability, training, awards, and applicant flow, etc. as required by the Equal Employment Opportunity Commission.</p>	
OBJECTIVE:	To re-tool, upgrade, and/or create data systems (i.e., FPPS, Hyperion, DOI Learning Management System, etc.) to address requirements of MD-715.	
RESPONSIBLE OFFICIAL:	Director, Civil Rights; Director, Human Resources; Director, National Business Center; Director, Collaborative Action and Dispute Resolution; Director, Strategic Workforce Development; EEO and HR Officers	
DATE OBJECTIVE INITIATED:	January 31, 2005	
TARGET DATE FOR COMPLETION OF OBJECTIVE:	December 30, 2005 Modified Date: September 30, 2010	
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	TARGET DATE	
1) The National Business Center (NBC) proposed to develop, or secure through vendor, a DOI-wide automated EEO database for the collection and analysis of workforce data using existing funds NBC collected for VPPEO.	December 30, 2007 Modified Date: September 30, 2008 Completed	
2) The NBC will continue to work with users of the EEO database and resolve inefficiencies in the system.	September 30, 2009	
3) NBC, OHR, and Office of Strategic Workforce Development will ensure full utilization of the Department Learning Management System to track information on training and career development programs for all employees.	January 30, 2007 Modified Date: September 30, 2010	
4) CADR will fully implement the DOI-wide alternate dispute resolution program.	September 30, 2006 Modified Date: February 27, 2009 Completed	

5) Establish "Applicant Flow Team" for the purpose of evaluating subcomponents' systems used for the collection of applicant flow data.	January 30, 2009 Completed
6) Applicant Flow Team will provide findings and recommendations to OCR leadership and outline feasible options for the capture of applicant flow data as required by EEOC.	September 30, 2009
REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE	
<p>1) The NBC developed an EEO database for the collection of workforce statistics. Access to the database was provided to users in October 2007; however it was not fully deployed until April 2008. MD 715 Tables and further enhancements to the database were provided during FY 2008. Users of the system continue to work with NBC technicians to resolve issues around inconsistencies in the data.</p> <p>2) DOI Learn entered its third year of operation. The training and career-development tracking system provided on-line learning services to students and administrators, monitored compliance with mandatory training courses, tracked training records, and processed training approval requests. The next step is to put procedures in place that will allow Department-wide capture of external (vendor) training.</p> <p>3) The CADR Office held its first Department-wide Conflict Management Conference in January 2008. Approximately 120 managers, supervisors, and employees attended the conference and worked across functional areas to develop strategies and tools for successful implementation of the Department's CORE Plus Program for managing conflict in the workplace. CADR held the second Conflict Management Conference in January 2009, and subsequently released its premier course "Getting to the Core of Conflict" in February 2009.</p> <p>4) In September 2008, the OHR established the Data Integrity Team to address issues related to the accuracy and validity of data extracted from the Department's Federal Personnel and Payroll System (FPPS). The team, comprised of FPPS users from the HR and EEO communities, will analyze data requirements, research unresolved issues, identify system's parameters, and make recommendations for improvement.</p>	

EEOC FORM
715-01 PART H
U.S. Equal Employment Opportunity Commission
FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT
EEO Plan To Attain the Essential Elements of a Model EEO Program

FY 2008

Department of the Interior

STATEMENT of MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY #6:	<p>Essential Element E: Efficiency Requires that the agency Head ensures that there are effective systems in place for evaluating the impact and effectiveness of the agency's EEO programs as well as an efficient and fair dispute resolution process.</p> <p>DOI Deficiency – Lack of compliance reviews to evaluate the impact and effectiveness of the bureaus/offices' EEO and public civil rights programs and leadership commitment and support for these programs.</p>
OBJECTIVE:	To assess bureaus/offices' EEO programs for compliance with EEO and civil rights laws, Executive Orders, EEOC and OPM regulations, DOJ guidance, White House Initiatives, and Departmental policies and procedures and provide recommendations for improvement.
RESPONSIBLE OFFICIAL:	Director, Office of Civil Rights
DATE OBJECTIVE INITIATED:	October 1, 2006
TARGET DATE FOR COMPLETION OF OBJECTIVE:	September 30, 2007 Modified Date: December 30, 2008
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	TARGET DATE
1) OCR will conduct a compliance review of a bureau/office that includes an evaluation of leadership commitment and support for the EEO and Civil Rights programs.	September 30, 2008 Completed
2) OCR will provide a written assessment and recommendations for improvement to the bureau/office director.	December 30, 2008 Completed
REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE	
<p>1) In June 2008, OCR finalized the EEO Compliance Review Checklist used to assess the effectiveness and efficiency of subcomponents' EEO programs. For uniformity in measuring performance, subcomponents are encouraged to use the Checklist when conducting an assessment of field offices. The checklist encompasses measures to address compliance with Federal laws and regulations, executive orders, and Departmental policies and procedures related to EEO, public civil rights, and diversity programs. Each fiscal year, OCR will conduct a compliance review of at least one subcomponent.</p> <p>2) In September 2008, the OCR conducted a compliance review of the BIA EEO, public civil rights, and diversity programs. In addition to on-site records examination, interviews with the BIA EEO staff were conducted. The BIA Director and Deputy Director were briefed and demonstrated support for the EEO Program. The Director expressed commitment to resolve some programmatic issues identified during the compliance review. A written report, consisting of recommendations for improvement, was provided to the Director.</p>	

EEOC FORM
715-01 PART H
U.S. Equal Employment Opportunity Commission
FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT
EEO Plan To Attain the Essential Elements of a Model EEO Program

FY 2008

Department of the Interior

STATEMENT of MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY #7:	Essential Element E: Efficiency Requires that the agency Head ensures that there are effective systems in place for evaluating the impact and effectiveness of the agency's EEO programs as well as an efficient and fair dispute resolution process. DOI Deficiency – Non-compliance with regulatory time frames for processing complaints of discrimination.	
OBJECTIVE:	To comply with time frames in accordance with EEOC regulations for processing EEO complaints of employment discrimination.	
RESPONSIBLE OFFICIAL:	Director, Civil Rights; Director, Human Resources; Director, Office of the Solicitor; and EEO Officers	
DATE OBJECTIVE INITIATED:	October 1, 2006	
TARGET DATE FOR COMPLETION OF OBJECTIVE:	December 30, 2007 Modified Date: December 30, 2009	
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	TARGET DATE	
1) OCR will conduct assessment of complaint processing procedures to determine where the time lag occurs within the stages of processing.	June 30, 2007 Modified Date: September 30, 2009	
2) OCR will develop and implement management control procedures to improve the timeliness of complaint investigations.	September 30, 2007 Modified Date: September 30, 2009	
3) OCR will develop and implement management control procedures to improve timeliness of final agency decisions.	September 30, 2007 Modified Date: September 30, 2009	
4) EEO offices will develop and distribute flyers, newsletters or other media to promote ADR/mediation as a resource for early resolution of complaints.	December 30, 2007 Modified Date: September 30, 2009	
5) OCR will provide professional training and certification for EEO counselors.	September 30, 2008 Completed	
6) OCR, OHR, and the Solicitor's Office will develop policy to create consistency and uniformity in settlement agreement procedures across the Department.	December 30, 2007 Modified Date: December 30, 2009	
REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE		

OCR continuously strives to improve EEO complaint processing timeliness within the subcomponents. FY 2008 activities that will result in more efficient and effective processing of complaints included the following.

1. The filling of three (3) vacant positions in OCR. The filled vacancies consisted of a Deputy Director, Final Agency Decision Writer, and EEO Complaints Manager.
2. Utilization of contractors to conduct EEO Investigations and draft final agency decisions.
3. Monthly meetings with OCR and the subcomponents' EEO Complaints Managers. These meetings are used to provide technical assistance as well as to assess efficiency of existing policies, procedures, and practices related to complaint processing.
4. Basic and refresher training was provided to EEO counselors.

EEOC FORM
715-01 PART H

U.S. Equal Employment Opportunity Commission
FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT
EEO Plan To Attain the Essential Elements of a Model EEO Program

FY 2008	
Department of the Interior	
STATEMENT of MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY #8:	<p>Essential Element E: Efficiency Requires that the agency head ensures that there are effective systems in place for evaluating the impact and effectiveness of the agency's EEO programs as well as an efficient and fair dispute resolution process.</p> <p>There is no method in place to collect data on why some groups of employees voluntarily depart the agency at rates higher than their participation in the Department's workforce.</p>
OBJECTIVE:	To assess the reasons employees depart the agency.
RESPONSIBLE OFFICIAL:	Director, Civil Rights; Director, Human Resources; Director, National Business Center; EEO and HR Officers
DATE OBJECTIVE INITIATED:	October 1, 2005
TARGET DATE FOR COMPLETION OF OBJECTIVE:	December 30, 2007 Modified Date: June 30, 2011
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	TARGET DATE
1) HR offices will offer to all departing employees the opportunity to participate in an exit survey as part of the agency's out-processing checklist.	December 30, 2006 Modified: September 30, 2009
2) EEO and HR offices will analyze exit survey data, report findings on the reasons employee depart the agency, and make written recommendations for retention strategies.	June 30, 2011
REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE	
<p>1) OHR developed an on-line exit survey for departing employees during FY 2007. The exit survey was designed to be administered to all employees who voluntarily leave the Department. The web-based interview tool will be used to gather information on why employees leave and provide concrete data for use in enhancing the Department's retention strategies.</p> <p>2) The exit survey was piloted in July 2007 and Department-wide implementation was initially set for October 2007. Due to budgetary constraints and IT requirements, Department-wide implementation did not take place. The National Business Center is working with OHR to ensure that the exit survey is implemented by the end of FY 2009.</p>	

EEOC FORM
715-01 PART I
U.S. Equal Employment Opportunity Commission
FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT
EEO Plan To Eliminate Identified Barrier

FY 2008 Department of the Interior	
STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER: Provide a brief narrative describing the condition at issue. How was the condition recognized as a potential barrier?	Recruitment Census 2000 data identified seven groups within the Department's workforce that are below the civilian labor force benchmark. The groups are: Hispanic men and women, White women, African American men and women, and Asian men and women. The same groups continue to be hired at rates below their participation in the national civilian labor force.
BARRIER ANALYSIS: Provide a description of the steps taken and data analyzed to determine cause of the condition.	Analyses of overall workforce statistics for FY 2005, FY 2006 and FY 2007 Workforce Tables 715-A1, Total Workforce and 715-A8, New Hires. Reviewed information on recruiting methods of HR offices, including targeted recruitment plans.
STATEMENT OF IDENTIFIED BARRIER: Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.	The Department's traditional methods of outreach and recruitment may not be sufficient to produce an increase in the participation rate of some groups within the agency's workforce.
OBJECTIVE: State the alternative or revised agency policy, procedure or practice to be implemented to correct the undesired condition.	Redesign existing and/or create new approaches to the way the Department conducts outreach and recruitment to attract, hire and retain those groups with low participation rates within the Department's workforce.
RESPONSIBLE OFFICIAL:	Director, Human Resources; Director, Civil Rights; EEO and HR Officers; Directors and Office Heads; Managers and Supervisors
DATE OBJECTIVE INITIATED:	January 30, 2006
TARGET DATE FOR COMPLETION OF OBJECTIVE:	September 30, 2007 Modified Date: December 30, 2009

EEO Plan To Eliminate Identified Barrier

PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	TARGET DATE (Must be specific)
1) EEO offices will provide demographics on the participation of women, minorities and employees with disabilities in the major occupations to servicing HR offices at the beginning of each fiscal year with periodic updates as the need arises.	October 30, 2009
2) HR offices will work with managers and supervisors in restructuring targeted recruitment plans for the identified major occupations with low participation rates.	October 30, 2006 Modified Date: October 30, 2009
3) Directors and Office Heads will monitor their organization's progress in successful outreach and recruitment.	October 30, 2007 Modified Date: October 30, 2009
4) EEO and HR offices will monitor effectiveness of outreach and recruitment activities and provide recommendations to management for change, if needed.	December 30, 2007 Modified Date: December 30, 2009
5) EEO and HR offices will ensure outreach to minority institutions of higher education and diverse professional and community-based organizations.	September 30, 2009
REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE	
<p>During FY 2008, the Department invested resources and implemented strategies to assist in outreach and recruiting of women, minorities, and individuals with disabilities. Some of the strategies included:</p> <ol style="list-style-type: none"> 1. establishment of the Leadership Group with the Hispanic Association of Colleges and Universities; 2. establishment of partnership between Department's senior leaders and employee affinity groups; 3. strengthened partnerships with the League of United Latin American Citizens, the American GI Forum, the Minority Serving Institutions Community Partners Council; the Federal Women's Program Managers Council; the National Hispanic Employment Program Managers Council; and the White House Initiative Office for Historically Black Colleges and Universities and Tribal Colleges and Universities; 4. sponsored exhibit at the Organization of Chinese Americans Conference, 2008 Historically Black Colleges and Universities Week, and the Hispanic Association of Colleges and Universities Conference; 5. endorsed the US Veterans Administration Coming Home to Work Initiative; 6. partnered with the interagency Federal Diversity Group to sponsor the Annual Diversity Summit; 7. hosted students from the Washington Center Intern Program and the DC Passport-to-Work Summer Youth Program; 8. participated in the Federal Disability Workforce Consortium to address issues related to the employment of individuals with disabilities; 9. sponsored Diversity Days, highlighting cultural awareness and training activities; 10. conducted reasonable accommodation training for managers and supervisors; and 11. conducted pre-conference training at the League of United Latin American Citizens Conference, the Blacks in Government National Training Conference, the Federally Employed Women's Conference, and the Society of American Indian Employees in Government Conference. 	

EEOC FORM
715-01 PART I
U.S. Equal Employment Opportunity Commission
FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT
EEO Plan to Eliminate Identified Barrier

FY 2008

Department of the Interior

**STATEMENT OF
CONDITION THAT
WAS A TRIGGER FOR
A POTENTIAL
BARRIER:**

Provide a brief narrative describing the condition at issue.

How was the condition recognized as a potential barrier?

Hiring and Placement

Subcomponents' MD-715 Reports reflect some existing practices that may not be conducive to creating an environment of free and open competition, equal access and non-discrimination.

Some of the reported challenges included: lack of targeted recruitment plans; non-issuance of EEO policy statements; lack of equity in employees' receipt of awards; inconsistent recruitment for targeted disabilities; unfamiliarity with hiring practices and appointing authorities; failure to understand the prohibition on illegal reprisal; and lack of knowledge on reasonable accommodation.

BARRIER ANALYSIS:

Provide a description of the steps taken and data analyzed to determine cause of the condition.

Analysis of the Department's subcomponents' FY 2007 MD-715 Reports and Plans. Reviewed Agency Self-Assessment Checklist, 715-01 Part G, deficiencies identified in Plan to Attain Essential Elements of a Model EEO Program, Part H, and EEO Plan to Eliminate Identified Barrier, Part I.

**STATEMENT OF
IDENTIFIED BARRIER:**

Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.

Managers and supervisors may not be fully aware of how to manage a diverse workforce.

OBJECTIVE: State the alternative or revised agency policy, procedure or practice to be implemented to correct the undesired condition.

Provide managers and supervisors with appropriate training so that they may understand and successfully discharge their duties and responsibilities to create an environment of equal employment opportunity, equal access and non-discrimination.

**RESPONSIBLE
OFFICIAL:**

Director, Civil Rights; Director, Human Resources; Bureau/Office Heads; EEO and HR Officers; Managers and Supervisors

**DATE OBJECTIVE
INITIATED:**

January 30, 2006

**TARGET DATE FOR
COMPLETION OF
OBJECTIVE:**

September 30, 2007
Modified Date: December 30, 2009

EEO Plan To Eliminate Identified Barrier

PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	TARGET DATE (Must be specific)
1) Managers and supervisors will attend EEO/Diversity training annually as required by the Departmental Equal Opportunity Policy.	September 30, 2009
2) Directors/Office Heads will monitor their managers' and supervisors' successful completion of the required EEO/Diversity training.	December 30, 2009
3) Directors/Office Heads will ensure that all newly appointed supervisors attend a basic supervision course that includes topics on supervisory responsibilities in EEO, diversity, and human capital management.	September 30, 2009
4) EEO offices will provide quarterly reports of workforce demographics to Director/Office Heads.	June 30, 2006 Modified Date: September 30, 2009
5) EEO offices will ensure availability of training, within funding constraints, on reasonable accommodation and disability laws to managers and supervisors.	September 30, 2009
6) EEO offices will use various media to distribute EEO policies, procedures and guidance concerning federal EEO laws, regulations and requirements to managers and supervisors.	December 30, 2008 Completed
7) HR offices will use various media to distribute personnel management policies, procedures and guidance concerning recruiting, hiring, training, career development, promotions, awards, retention, and disciplinary actions to managers and supervisors.	December 30, 2008 Completed
8) Managers and supervisors, in consultation with HR offices, will establish targeted recruitment plans for major occupations with low participation rates.	March 30, 2007 Modified Date: September 30, 2009
9) Managers and supervisors, in consultation with HR offices, will establish targeted recruitment plans for targeted disabilities.	December 30, 2006 Modified Date: December 30, 2009
REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE	
<p>1) During FY 2008, all subcomponents offered on-line or classroom training in EEO, diversity, reasonable accommodation and other EEO-related topics. The OCR partnered with the Office of Collaborative Action and Dispute Resolution to provide training on conflict resolution. DOI University provided online <i>Skillsoft</i> courses that covered a variety of EEO/Diversity topics. Managers and supervisors were provided classroom and on-line opportunities to receive the required annual four (4) hours of EEO/Diversity training.</p> <p>2) Training opportunities on personnel regulations, policies, and tools continue to be available to managers and supervisors through several sources - DOI University, OHR sponsored OPM workshops, webcast and audio conferences, and management and leadership courses offered by the subcomponents.</p>	

EEOC FORM
715-01 PART J

U.S. Equal Employment Opportunity Commission

FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT
Special Program Plan for the Recruitment, Hiring, and Advancement of
Individuals With Targeted Disabilities

PART I Department or Agency Information	1. Agency	1. U.S. Department of the Interior						
	1.a. 2 nd Level Component	1.a.						
	1.b. 3 rd Level or lower	1.b.						

PART II Employment Trend and Special Recruitment for Individuals With Targeted Disabilities	Enter Actual Number at the ...	beginning of FY2008		end of FY2008		Net Change	
		Number	%	Number	%	Number	Rate of Change
	Total Work Force	*57,166	100.00	56,949	100.00	-217	-0.4%
	Reportable Disability	*4,331	7.6	4,200	7.4	-131	-3.0%
	Targeted Disability*	*603	1.1	584	1.0	-19	-3.2%
	* If the rate of change for persons with targeted disabilities is not equal to or greater than the rate of change for the total workforce, a barrier analysis should be conducted (see below). *Changes in beginning FY2008 totals due to data verification.						
	1. Total Number of Applications Received From Persons With Targeted Disabilities during the reporting period.					Not Available**	
	2. Total Number of Selections of Individuals with Targeted Disabilities during the reporting period.					Not Available**	

PART III Participation Rates In Agency Employment Programs									
Other Employment/Pers onnel Programs	TOTAL	Reportable Disability		Targeted Disability		Not Identified		No Disability	
		#	%	#	%	#	%	#	%
3. Competitive Promotions	Not Available								
4. Non-Competitive Promotion Eligibles	6,221	386	6.2	53	0.9	177	2.8	5,658	91.0
5. Employee Development/Training	Not Available**								
5.a. Grades 5 - 12	Not Available**								
5.b. Grades 13 - 14	Not Available**								
5.c. Grade 15/SES Development Training	Not Available**								

6. Employee Recognition and Awards	60,393	4,652	7.7	576	1.0	1,458	2.4	54,285	89.9
6.a. Time-Off Awards (Total hrs awarded)	144,607	10,751	7.4	1,320	0.9	3,290	2.3	130,566	90.3
6.b. Cash Awards (total \$\$\$ awarded)	67,354,684	4,837,284	7.2	476,767	0.7	1,852,772	2.8	60,664,628	90.1
6.c. Quality-Step Increase	1,717	104	6.1	13	0.8	40	2.3	1,573	91.6
7. Details and Task Force Assignments	Not Available**								
EEOC FORM 715-01 Part J	Special Program Plan for the Recruitment, Hiring, and Advancement of Individuals With Targeted Disabilities								
Part IV Identification and Elimination of Barriers	See pages 28 – 29.								
Part V Goals for Targeted Disabilities	See page 27.								

**** No Department-wide tracking system for this data.**

Special Plan for the Recruitment, Hiring, and Advancement
of Employees with Targeted Disabilities

As of September 30, 2008, the Department's workforce was comprised of 584 permanent employees with targeted disabilities. This reflects a participation rate of 1.0%, which is below the recommended Federal High of 2.2%. Additional FY 2008 data on employees with targeted disabilities follows.

Accessions - 35 employees with targeted disabilities were hired into permanent positions (0.8% of all permanent hires).

Separations - 49 permanent employees with targeted disabilities voluntarily separated (1.1% of all voluntary separations).

Awards and Recognitions - Employees with targeted disabilities received 0.7% of all cash awards and 0.8% of all quality step increases.

The Department's Strategic Diversity Goal calls for an increase in the percentage of highly qualified and diverse candidates hired. In alignment with the Diversity Goal, the Department continues to strive to increase the participation of employees with targeted disabilities in its permanent workforce by 1%.

Strategies:

- 1) Collaborate with subcomponents, federal agencies, and advocacy organizations to sponsor workshops, forums, and training sessions to educate managers, supervisors, and HR and EEO practitioners on the laws, regulations, initiatives, and special hiring authorities for individuals with disabilities as well as on the various resources, programs, and services available for the recruitment and employment of individuals with disabilities.
- 2) Advocate the use of various resources, programs, and services available for the recruitment, employment, and accommodation of individuals with disabilities, to include: State Vocational Rehabilitation agencies; Disability Services Offices at colleges and universities; Employer Assistance Referral Network; student employment authorities; Schedule A Hiring Authority; Workforce Recruitment Program; Department of Labor Office of Disability Employment Policy; Department of Defense Computer/Electronic Accommodations Program; Veterans Administration special programs for service members; and Job Accommodations Network.
- 3) Develop and implement targeted recruitment plans to increase individuals with disabilities in the applicant pool.
- 4) Ensure all managers and supervisors are provided training on disability laws, EEOC guidance on reasonable accommodation, DOI policy on Reasonable Accommodation for Individuals with Disabilities, and the availability of assistive technology through the Department's Accessible Technology Center.
- 5) Promote EEOC's Leadership for the Employment of Americans with Disabilities (LEAD) Initiative. The initiative is designed to address the declining number of employees with targeted disabilities in the Federal workforce. Its goal is to increase the population of individuals with targeted disabilities to 2% by 2010 within all Federal agencies.

EEOC FORM
715-01 PART I

U.S. Equal Employment Opportunity Commission
FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT

EEO Plan To Eliminate Identified Barrier

FY 2008 Department of the Interior	
STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER: Provide a brief narrative describing the condition at issue. How was the condition recognized as a potential barrier?	Reasonable Accommodation Analysis of reasonable accommodation issues and disability-related employment practices brought to the attention of the OCR shows that managers, supervisors, and HR practitioners may not be fully aware of their duties and responsibilities as they relate to providing reasonable accommodation to individuals with disabilities.
BARRIER ANALYSIS: Provide a description of the steps taken and data analyzed to determine cause of the condition.	Analysis of statistical data from the DOI Annual Federal EEO Statistical Report of Discrimination Complaints (462 Report). Feedback from subcomponents on unresolved accommodation requests and inefficient processing of requests for accommodation.
STATEMENT OF IDENTIFIED BARRIER: Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.	There may be insufficient training for managers, supervisors, and HR practitioners on reasonable accommodation and disability law (the Rehabilitation Act), EEOC guidance and directives on reasonable accommodation for employees and applicants, and the Departmental procedures on handling requests for reasonable accommodation for individuals with disabilities.
OBJECTIVE: State the alternative or revised agency policy, procedure or practice to be implemented to correct the undesired condition.	Provide training on disability law and reasonable accommodation to managers, supervisors, and HR practitioners.
RESPONSIBLE OFFICIAL:	Director, Civil Rights; Director, Human Resources; Director, DOI University; Director, Strategic Workforce Development; EEO and HR Officers; Managers and Supervisors
DATE OBJECTIVE INITIATED:	January 30, 2006
TARGET DATE FOR COMPLETION OF OBJECTIVE:	March 30, 2007 Modified Date: December 30, 2009

EEOC FORM
715-01 PART I

EEO Plan To Eliminate Identified Barrier

PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	TARGET DATE (Must be specific)
1) EEO offices will ensure that training on disability and reasonable accommodation is available to all managers, supervisors and HR practitioners.	September 30, 2009
2) On a quarterly basis, the Accessible Technology Center (ATC) will conduct demonstrations, for managers and supervisors, on assistive technology accommodations for present and potential employees in support of recruitment and retention of employees with disabilities.	October 30, 2006 Modified Date: December 30, 2009
3) EEO offices will provide an annual report on the disposition of reasonable accommodation requests to the DPM.	February 15, 2009 Completed
4) The Disability Program Manager will conduct annual assessment of accommodation decisions, identify trends, and make recommendations to Director, Office of Civil Rights.	May 30, 2009
5) OCR, with assistance from DOI University, will ensure the establishment of an on-line course on reasonable accommodation for managers and supervisors.	December 30, 2009
6) OCR will develop and publish a brochure for managers and supervisors highlighting the procedures for handling requests for reasonable accommodation for employees and applicants with disabilities.	September 30, 2009
7) The OCR will sponsor an exhibit on assistive technology and reasonable accommodation during National Disability Employment Awareness Month.	October 30, 2009
REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE	
<p>1) During FY 2008, the subcomponents continued to offer on-line or classroom training on the provision of reasonable accommodation to employees with disabilities. Also, OCR provided two (2) separate training opportunities for managers, supervisors, and EEO and HR practitioners to enhance their knowledge on disability law and reasonable accommodation.</p> <p>2) The Department's employees were provided accommodations, largely assistive technology, through its partnership with the Department of Defense Computer/Electronics Accommodation Program (CAP). During FY 2008, CAP provided 285 accommodations (valued at approximately \$112,319) to employees Department-wide, at no cost.</p>	